

84-3206

DD/A Registry  
84-2609

AUG 28 1984

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director for Administration

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Opening Remarks - Office of Personnel  
Conference

25X1 1. We very much appreciate your agreeing to take time from your busy schedule to address our careerists on 25 September 1984. The Office of Personnel has a conference [redacted] approximately once every two years. Your agreement to address our personnel careerists continues a tradition of having a senior official of the Agency speak to them in the Headquarters auditorium on the morning of the opening day [redacted]

25X1  
25X1

2. The conference theme is "Excellence and Personnel" and we would anticipate your comments to run from 10 to 15 minutes, with an additional period to respond to the questions that are raised by our careerists. We are currently preparing a draft of suggested comments that we plan to have ready for your consideration several weeks prior to the conference. As you will note from the attached agenda, we have scheduled you to address us at 11:00 on 25 September. If any of these arrangements are not agreeable, let me know and we will make acceptable adjustments.

7s/ Robert W. Magee  
Robert W. Magee

Attachment:  
OP Conference Agenda

CONFIDENTIAL

B-300  
DCI  
EXEC  
REG

## AGENDA

## OFFICE OF PERSONNEL CONFERENCE

25 - 27 September 1984

## EXCELLENCE

Tuesday, 25 September

25X1 1100 - 1200 Director of Central Intelligence - Hqs. Auditorium  
 25X1 1400 - 1600 Check-in and Registration [redacted]  
 25X1 1600 - 1615 Opening Remarks and Welcome [redacted]  
 1615 - 1700 Excellence and Personnel - Director of Personnel, Robert W. Magee  
 1700 - 1730 Happy Hour  
 1730 - 1815 Dinner  
 1930 - 2030 Deputy Director for Administration

Wednesday, 26 September

25X1 0730 - 0815 Breakfast  
 0830 - 0900 Registration of New Arrivals  
 0900 - 1000 OP Panel Activities - OP Panel Chairmen  
 1000 - 1030 Break  
 25X1 1030 - 1130 Presentation on "Stress" - [redacted]  
 1130 - 1300 Lunch  
 25X1 1300 - 1400 OP Training Programs - [redacted]  
 25X1 1400 - 1445 Special Presentation on Locks and Safes - [redacted]  
 1445 - 1500 Break  
 25X1 1500 - 1600 Recent S&T Developments - C/MS/DDS&T, [redacted]  
 25X1 1600 - 1630 OP Career Management - Deputy Director of Personnel, [redacted]  
 1630 - 1730 Happy Hour  
 1730 - 1815 Dinner  
 1900 - 2100 Director of Personnel, Robert W. Magee - Open Session to respond to written and floor questions

Thursday, 27 September

25X1 0730 - 0815 Breakfast  
 0830 - 0900 Conference Administration  
 0900 - 1000 Special Presentation on recent DDI developments - [redacted]  
 1000 - 1030 Break  
 25X1 1030 - 1130 Special Presentation on OP in the new Headquarters Building - [redacted]  
 1130 - 1200 Closing Remarks - Director of Personnel, Robert W. Magee  
 1200 - 1300 Lunch  
 25X1 1300 Departure

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